SAMHSA State/Tribal Suicide Prevention Program
TRAC At-A-Glance Tool: IPP Indicators   (Cohort 6 and 5)

CMHS has developed indicators to collect performance data about **State/Tribal** Suicide Prevention Grantees' Infrastructure Development, Prevention & Mental Health Promotion (IPP) activities. Grantees are required to collect and submit IPP data into TRAC system on a quarterly basis. The **seven** (7) indicators are: Workplace Development (WD2)*; Training (TR1)*; Partnerships/Collaborations (PC1); Awareness (AW1); Screening (S1)** ; Referral (R1)**; and Access (AC1)** .

TRAC data is reported **quarterly** on the Federal Fiscal Year calendar (below)**.** This "cheat sheet" summarizes the IPP indicators to help guide with classifying and entering IPP data into TRAC.

(Revised) Quarterly Reporting Period and Due Dates for Entering IPP Indicator Data into TRAC System

TRAC online data entry/reporting system: https://www.cmhs-gpra.samhsa.gov

Quarter	Reporting Period Dates for Fiscal Year 2013	Grantee Deadline to Enter Results	GPO Review and Grantee Revisions Deadline	System-Lock Date: No Further data entry, GPO Reviews or Grantee Revisions Allowed
1st	October 1, 2012 to Dec 31, 2012		June 30, 2013	July 1, 2013
2nd	Jan. 1, 2013 to March 31, 2013	July 31, 2013	Sept. 30, 2013	Oct. 1, 2013
3rd	April 1, 2013 to June 30, 2013	July 31, 2013	Sept. 30, 2013	Oct. 1, 2013
4th	July 1, 2013 to Sept 30, 2013	Oct. 30, 2013	Dec. 31, 2013	Jan 1, 2014

*WD2 and TR1 Footnote: To streamline the data collection process for the **trainings** provided by your grant, ICF/Macro has developed a system based on your cross-site **Training Survey Exit (TES) cover page submissions** to ICF/Macro. Since ICF/Macro systematically collects training information through your TES submissions, they have a site-specific summary of your WD2 and TR1 data that can be used to meet TRAC reporting requirements. Your summary data are located on the ICF/Macro Suicide Prevention Data Center website at www.suicideprevention-datacenter.com.

* *S1, R1, and AC1 To streamline the data collection process for **screenings, referrals, and access** activities provided by your grant, ICF/Macro has developed a system based on your cross-site **Early Identification, Referral, and Follow-up (EIRF) cover page** submissions to ICF/Macro. Since ICF/Macro systematically collects screenings, referrals, and access information through your EIRF submissions, they have a site-specific summary of your SI, RI, and AC1 data that can be used to meet TRAC reporting requirements. Your summary data are located on the ICF/Macro Suicide Prevention Data Center website at www.suicideprevention-datacenter.com.

IPP Indicator: **WORKPLACE DEVELOPMENT (WD2)***
The <u>**Number of People**</u> in the Mental Health and Related Workforce Trained in Specific Mental Health- Related Practices/Activities

Intent & Key Points	Definition of Key Terms	Who are you Counting?	Guidelines for entering IPP Result for WD2 on the TRAC Result Form	Tips and Resources
<u>Intent is to</u> capture information on improvements in the workforce in addressing mental health issues related to suicide prevention as a result of the grant in each quarter. *These trainings are funded by the grant.* <u>People in Mental Health/Related Workforce</u>" are people who provide mental health prevention & treatment services as well as people in the related workforce who provide ancillary primary care services, mental health & behavioral health support services, and emergency care and crisis response.	"Trained" workforce members are considered trained when they have engaged in a process guided by a curriculum (syllabus, agenda, training manual), within a structured timeframe & with an identified trainer or training method. The goal of the training is to *improve* skills, knowledge, behaviors, and public awareness. **Workshops & Educational Seminars** that meet this intention and definition, qualify too. <u>Types of Training:</u> - Gatekeeper Training -Policy/Crisis Response Protocol -Clinical Intervention//Case Management - Screening Procedures/Protocol - Suicide Risk Assessment and Management -Assessment and Referral -Suicide Intervention Training -Peer Educator Training Suicide Prevention and Cultural Competence -Post Vention Training - TeenScreen -General Awareness Training -American Indian Life Skills development	TYPE of Individuals to Count: Report on the individuals who are mental health professionals and/or involved in related mental health workforce: Mental Health & Substance Abuse Providers -Clinician/Counselor/-Psychologist -Social Worker/Case Worker -Care Coordinator /Manager -Program /System Administrator -Emergency/Crisis Care Worker Other Health/Primary Care Provider -Program /System Administrator -Physician and Nurse - Nursing asst/health technician Education and Higher Education -Counselors and clinicians -School police/safety Child Welfare & Juvenile Justice - Program/System Administrator -Probation Officer -Counselor/Clinician -Social Worker/Case Worker -Detention Facility Guard - Emergency/Crisis Care Worker Tribal Services/Government -Tribal Healers and Elders -Elected Tribal Official -Community Outreach Worker -Crisis Care Workers/clinicians -Emergency Response -Law Enforcement - Public Safety workers -Hotline/Helpline Crisis Line staff Clergy/religious advisor	**On the Result Form**, enter the following information in the quarter when the training was provided and completed: <u>Result Name:</u> Enter the name/title of the training provided <u>Result Description:</u> Enter description (2-3 sentences) on 1) Who was trained; 2)Type of training provided and 3)Type of skills learned <u>Result Number:</u> Enter the total number of participants trained. (Count the number of people who receive the training; **NOT** the number of training). **EXAMPLE** <u>Result Name:</u> ASSIST training for for East Regional youth detention facilities <u>Result Description:</u> Probation and detention officers received a 2 hour Gatekeeper training by project staff. <u>Result Number:</u> 44	**YES, COUNT** The *number of people who receive the training*; NOT the number of trainings. **NO, DO NOT COUNT** Individuals who are reported under TR1 RESOURCE* Based on your cross-site **Training Survey Exit (TES) cover page submissions** to ICF/MACRO, go to your site-specific summary of your WD2 data located Suicide Prevention Data Center website at www.suicideprevention-datacenter.com.

IPP Indicator: TRAINING (TR1)*
The <u>Number of Individuals</u> Who Have Received Training in Prevention or Mental Health Promotion

Intent & Key Points	Definition of Key Terms	Who are you Counting?	Guidelines for entering IPP Result for TR1 on the TRAC Result Form	Tips and Resources
<u>Intent is to</u> capture information on the *number of individuals* from the public who are NOT members of the mental health and related workforce who have received training in prevention or mental health promotion as a result of the grant in each quarter. *These trainings are funded by the grant.* <u>Intent is to report</u> on individuals who are NOT mental health professionals and/or involved in related mental health workforce. The trainings are usually *outside* of these individuals' typical job duties.	"Prevention and Promotion" enhances public awareness, knowledge, attitude, skills and behavior of mental health promotion, anti-stigma, and information/referral. "Training "is a structured timeframe **guided** by instructional objectives, training resources (syllabus, agenda, training manual), and an identified trainer or training method. The goal of the training is to teach and *improve* skills, knowledge, behaviors, and awareness of suicide prevention **NOTE: Workshops & Educational Seminars** that meet this intention and definition, qualify too. <u>Types of Training:</u> - Gatekeeper Training -Peer Educator Training -Policy/Infrastructure - Suicide Prevention and Cultural Competence - Crisis Response Protocol - Screening Procedures - Informational and Referral -Post Vention Training -General Awareness Training -American Indian Life Skills Development	Information to Count: The *number of people* who receive the training; **NOT** the number of trainings. TYPE of Individuals to Count: Mental Health & Substance Abuse Providers -Program Evaluator -Clerical/Administrative staff Other Health/Primary Care Provider -Program Evaluator -Clerical/Administrative staff Education and Higher Education - Faculty/Researchers, & Students -School Administrators -Program Evaluator -Administrative Staff (clerical; student life; registrar; financial aid) -Student/Academic Advisor/Tutors Child Welfare & Juvenile Justice -Program Evaluator -Clerical/Administrative staff Tribal Services/Government -Program Evaluator -Clerical/Administrative staff -Emergency Response -Program Evaluator -Clerical/Administrative staff Other Community Members -Parent, Foster, Family Members - Other caregivers -Youth Mentor or Youth Advocate - Volunteer (CASA; Big Brother/Sister) -Child care providers; coaches -Youth Recreation/Camp counselors	**On the Result Form,** enter the following information in the quarter when the training was provided and completed: Result Name: Enter the name/title of the training provided. Result Description: Enter description (2-3 sentences) on 1) Who received the training; 2)Type of Training Provided and 3) Type of Skills Learned Result Number: Enter the total number of participants trained. **EXAMPLE** Result Name: ASSIT training provided to Northern District Middle School Result Description: School administrators from northern regional middle school systems received Gatekeeper training, a 2 hour training which included suicide prevention information and referral resources to use with the students and parents of students. Result Number: 270	**NO, DO NOT COUNT** Individuals who are reported under WD2. **YES, COUNT ONLY** Trainings that are FUNDED by the grant. **NO, DO NOT COUNT** trainings that funded outside the grant or funded by other agencies. RESOURCE* Based on your cross-site **Training Survey Exit (TES) cover page submissions** to ICF/MACRO, go to your site-specific summary of your TR1 data located Suicide Prevention Data Center website at www.suicideprevention-datacenter.com

IPP Indicator: PARTNERSHIPS/COLLABORATIONS (PC1)
The <u>Number of Organizations</u> that entered into a Formal Written Inter/intra organizational Agreements (e.g., MOUs/MOAs) to Improve Mental Health-Related Practices/Activities

Intent & Key Points	Definition of Key Terms	What are you Counting?	Guidelines for entering IPP Result for PC1 on the TRAC Result Form	Tips
<u>Intent</u> is capture information on organizations that entered into **formal written** inter/intra organizational agreement to improve mental health related practices /activities as a result of the grant in the given quarter. <u>Examples:</u> -Cross-System Referral Networks -Management Information Systems - Data Sharing/ Use Agreement -Informational Systems -Crisis Response/ Intervention, Post Vention Policies -Collaborative Infrastructures -Trainings -Coalition Building -Direct Service Delivery Expansion -Media Plan <u>The intention is</u> that the agreement will extend beyond the life of the grant.	" <u>Agreement</u> "is formal, written, signed, and finalized; not in the planning stages. Agreements include contracts undertaken with organization providing mental health related trainings and services. <u>Type of Agreements</u> MOUs MOAs Contracts <u>Intent</u> is to report agreement(s) that are finalized; NOT in the planning stages.	<u>Information to Count:</u> Count the number *of organizations in the agreement;* NOT the number of agreements. <u>Use one Result Form</u> per agreement. If one organization has several agreements, then the organization should be counted once per agreement.	**On the Result Form**, enter the following information *in the quarter when* the written agreement was finalized and officially signed by parties: Result Name: Enter the name of the agreement or contract Result Description: Enter a description of 1) the agreement and what is being accomplished and 2) Who has entered into the partnership. Result Number: Enter the total *number of organizations* who entered into the agreement. **EXAMPLE** Result Name: State Mental Health Department MOU with Greater Police Dept. and Drew Behavioral Health Treatment Center: Suicide Response Protocol Agreement Result Description: Protocol to facilitate the transfer & referral/follow-up process of youth at risk between systems Result Number: 2	**NO, DO NOT COUNT** Agreement(s) that are in the planning stages. **NO, DO NOT COUNT** Letters of Commitment or Support **NO, DO NOT COUNT** The number of the times when agreements are re-signed or renewed. **YES, COUNT ONLY** Agreement(s) that is formal, written, <u>signed</u>, and finalized.

IPP Indicator: AWARENESS (AW1): The Number of Individuals Exposed to Mental Health Awareness Messages			
Intent and Key Points	**Definition of Key Terms**	**Who are you Counting?**	**Guidelines for entering IPP Result for AW1 on the TRAC Result Form**
Intent is to capture information on *the number of individuals* exposed to mental health awareness messages presented as part of social marketing campaigns as a result of the grant in each quarter. Intent is to increase awareness about anti-stigma, healthy help-seeking, information & referral services, and educational/awareness on suicide prevention. "Mental Health Awareness Messages" enhance public awareness and knowledge about - suicide prevention and risk factors - anti-stigma and help-seeking promotion - information & referral services and resources -promotion of National Suicide Prevention Lifeline -Means Restriction -Community Connectedness	"Exposed" is education through media campaigns, websites, printed materials, public service announcements, billboards, etc. Types of Mental Health Awareness Message Strategies -Public Awareness Campaigns -Outreach & Awareness Activities/ Events (table-top displays and booths, etc) -Outreach/Awareness Products (**print** media such as brochures, posters, flyers, newsletters, magnets; **outdoor** media such as billboards, bus signs; **mass media** such as internet & website, PSAs, Podcasts, TV, radio, campus TV station, emails; **social media** such as Facebook, Twitter, Myspace) and mobile technology. - Wellness and Life skills Development Activities -Traditional Healing Practices -Cultural Activities & Community Connectedness -school board; civic organizations; and faith based group meetings - Health Fairs, Prevention Awareness Walks/Runs, Town Hall Mtgs., Assemblies - Hotline and Helpline Materials - Screening Programs - Information and Referral - Coalition Building & Collaboration Mtgs. -Advisory Board and Task Force Mtgs. -Case Management Services	Information to Count: Count the *number of individuals exposed to messages*; **NOT** the number of awareness messages. How to Calculate Estimated Number of Individuals Exposed: Methods for estimating the number of individuals exposed will vary depending on the type of messaging process used. Estimates are percentages, averages, or proportions of individuals exposed to messages. Contact the billboard vendors, local TV & radio station, newspaper, etc. to get information on the following: -average car traffic for number of drivers that saw a billboard - average viewing population of local TV station area - average number of listeners of a radio show exposed during a specific timeframe - average number of subscribers of newspaper (readership) **Estimates can also be based on the:** - number of new Facebook friends, followers or subscribers -number of hits on website - number of participants on attendance lists/sign-in sheets/registrations - number of visitors that approach booth or table top display -percentage of students attending event. -number of students in campus' portal email system - number of times each podcast is downloaded/played	**On the Result Form**, enter the following information in the quarter when the mental health awareness strategy took place and was completed: Result Name: Enter the name/title of type of awareness strategy Result Description: Enter a description (3-5 sentences on): 1) type of awarenes strategy, 2) goals and elements and 3) target audience. Result Number: Enter the total number of *individuals* exposed. This is an estimated number. **EXAMPLE** Result Name: Meeting with Local Police , Hospital Staff, Mental Health Center on suicide prevention /crisis protocol Result Description: Conducted a ½ day meeting with local police and hospitals review campus crisis response, intervention & postvention protocols, including identification and referral policies to ensure ongoing coordination. Result Number: 25 **EXAMPLE** Result Name: Campus News4U Promotional Video Ads Result Description: Closed circuit TV system ran video ads on Depression Screening targeted to students. Large screen displays are strategically placed i high volume areas on campus. The number of viewers was conservatively calculated based on estimated foot traffic. Result Number: 3,000

IPP Indicator: SCREENING (S1)**: The Number of Individuals Screened for Mental Health or Related Interventions				
Intent & Key Points	**Definition of Key Terms**	**Who are you Counting?**	**Guidelines for entering IPP Result for TR1 on the TRAC Result Form**	**Tips and Resources**
Intent is to capture information on the *number of individuals* screened for mental health or related intervention as a result of the grant in the given quarter. "Screening" refers to Initial identification of those individuals who may be in need of specific intervention; it is not for monitoring or assessment. . Intent is to report on number of individuals screened; not the number of interventions. EXAMPLE of Screening Programs: Teen Screen Signs of Suicide (SOS) Suicide Risk Screening Tool Behavioral Health Screen	"Prevention" Intervention that occur prior to the onset of a disorder that are intended to prevent or reduce risk for disorder or that occur after the onset of the disorder in order to prevent or reduce negative consequences of the disorder Mental Health Promotion" Intervention that aim to enhance the ability to achieve developmentally appropriate tasks and a positive sense of self-esteem, mastery, well-being, and social inclusion and to strengthen the ability to cope with adversity.	Information to Count : The number of individuals screened for initial identification of a need for intervention. . COUNT The number of individuals; NOT the number of interventions.	**On the Result Form,** enter the following information in the quarter when the individual was screened: Result Name: Enter the name/title of the screening provided. Result Description: Enter description (1-3 sentences) on 1) Who received the screening and 2)Type of Screening Provided Result Number: Enter the total number of individuals screened. **EXAMPLE** Result Name: Behavioral Health Screening Result Description: As a result of the grant, we administered the Behavioral Health Screen to 116 individuals at the participating primary care practices this quarter. Result Number: 116	**NO, DO NOT COUNT** Ongoing monitoring to assess individuals progress and status **NO, DO NOT Count** The number of interventions **YES, COUNT ONLY** Only those individuals screen for **initial identification** of a need for intervention **RESOURCE**** Based on your cross-site **Early Identification, Referral, and Follow-up (EIRF) cover page** submissions to ICF/Macro, go to your site-specific summary data of S1 located ICF/Macro Suicide Prevention Data Center website at www.suicideprevention-datacenter.com.

IPP Indicator: REFFERAL (R1)**: The <u>Number of Individuals</u> referred to mental health or Related Services				
Intent & Key Points	**Definition of Key Terms**	**What are you Counting?**	**Guidelines for entering IPP Result for PC1 on the TRAC Result Form**	**Tips and Resources**
<u>Intent</u> is capture information on individuals referred to mental health or related services as a result of the grant in the given quarter. Count the number of referrals <u>Examples of the type of referral services:</u> Teen Screen Community Gatekeepers	" Referred" refers to recommending an individual for mental health or related services "Mental Health or Related" refers to mental health or the population of people with or at risk of mental illness. "Related services" areas that include those pertaining to physical health, housing, juvenile justice involvement, child welfare, education, peer support ADD MORE…. "Services" includes treatment, rehabilitation, prevention or mental health-created supportive services…..	<u>Information to Count</u>: Count the number *of individuals referred to mental health or related services.* <u>Count</u> the number of individuals, **NOT** the number of services.	**On the Result Form**, enter the following information *in the quarter when* the individual was referred. <u>Result Name</u>: Enter "Referred Individuals" <u>Result Description</u>: Enter description (2-3 sentences) on 1) Who received the referral information and 2)Type of mental health or related services referral provided <u>Result Number</u>: Enter the total number of referred individuals **EXAMPLE** <u>Result Name</u>: Referred Individuals <u>Result Description</u>: As a result of the grant, our Behavioral Health Screen identified individuals for symptoms of suicide. As a result of the screening, 21 individuals were referred for mental health services this quarter. <u>Result Number</u>: 21	**NO, DO NOT COUNT** The number of Services **YES, COUNT ONLY** The number of individuals referred **RESOURCE** Based on your cross-site **Early Identification, Referral, and Follow-up (EIRF) cover page** submissions to ICF/Macro, go to your site-specific summary data for R1 located ICF/Macro Suicide Prevention Data Center website at www.suicideprevention-datacenter.com.

IPP Indicator: ACCESS (AC1)**: The <u>Number and Percentage of Individuals</u> Receiving Mental Health or Related Services After A Referral				
Intent & Key Points	**Definition of Key Terms**	**What are you Counting?**	**Guidelines for entering IPP Result for PC1 on the TRAC Result Form**	**Tips and Resources**
<u>Intent</u> is capture information on individuals receiving mental health or related services **after** referral as a result of the grant in the given quarter. <u>Key Point</u> Develop a protocol to track all early identification, referral, and follow-up information. A variety of methods can be used: -single point of contact - multiple information sources -data sharing agreement - Establish a relationship with the service provider who can supply you with the number of individuals who are receiving services.	" <u>Referral</u>" refers to recommending an individual for mental health or related services <u>"Mental Health or Related"</u> refers to mental health or the population of people with or at risk of mental illness. <u>"Related services"</u> areas that include those pertaining to physical health, housing, juvenile justice involvement, child welfare, education, and peer support. <u>"Services"</u> includes treatment, rehabilitation, prevention or mental health-created supportive services.	<u>Information to Count</u>: Count the number *of individuals receiving mental health or related services after the referral.* <u>Count</u> the number of individuals, **NOT** the number of services.	**On the Result Form**, enter following information: <u>Result Name:</u> Enter "Program Referrals" <u>Result Description</u>: Enter description (2-3 sentences) on 1) Type of Screening 2) Out of the number of referred Individuals , how many are receiving services . <u>Result Number</u>: To get the Result Number, Enter the following data: **1.In the Numerator box**, enter the Number of Individuals who have been referred **AND** are receiving mental health or related services **2. In the Denominator box**, enter the **Total** Number of individual Referred only. **3. Click on "Save"** and the <u>TRAC system will calculate the percentage</u> of individuals that were referred this quarter are receiving services. **EXAMPLE** Result Name: Program Referrals <u>Result Description:</u> As a result of the grant, out of 21 individuals that were flagged by the Behavioral Health Screen and referred this quarter, 9 of them are receiving services. <u>Result Number:</u> Numerator: 9 Denominator: 21 Percentage: 42.86%	**YES, COUNT ONLY** The number of *individuals receiving mental health or related services after the referral.* <u>**RESOURCE****</u> Based on your cross-site **Early Identification, Referral, and Follow-up (EIRF) cover page** submissions to ICF/Macro, go to your site-specific summary data for AC1 located ICF/Macro Suicide Prevention Data Center website at www.suicideprevention-datacenter.com .